#

WBU ONLINE

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MISM 3304-VC01, Information Technology Operating Systems

# **4. TERM**:

Fall I 2020

# **5. INSTRUCTOR**:

Mr. John Jemison

# **6. CONTACT INFORMATION**:

Office/Cell phone: 7pm -10pm M-F online/telephone or text anytime

WBU Email: john.jemison@wayland.wbu.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Mon-Sat 7pm-10pm Online/Tel

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Online Only - 24/7

# **9. CATALOG DESCRIPTION**:

Installation and maintaining a client operating system installed on a personal computer. Operating systems include Windows Operating Systems and Linux. Students have the opportunity at no extra cost to take the TestOut Certification Exam [TestOut PC Pro] at the completion of the course. Note: The completion of both [MISM 3301](http://catalog.wbu.edu/content.php?filter%5B27%5D=-1&filter%5B29%5D=&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=MISM&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=9&expand=&navoid=812&search_database=Filter#tt259) and MISM 3304 are required to sit for this certification exam. Prerequisite(s): [MISM 3301](http://catalog.wbu.edu/content.php?filter%5B27%5D=-1&filter%5B29%5D=&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=MISM&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=9&expand=&navoid=812&search_database=Filter#tt5922)

# 10. PREREQUISITE:

COSC 2311

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PC Pro Lab Sim 6.0.5(Access Code)  | TestOut |  | 2019 | TestOut | 9781-93508-0428 | 5/25/19 |

***-* For this course, TestOut Sections 1, 9 - 13 ONLY will be covered**

**- (Sections 1 - 8 are covered in MISM3301)**

# 12. OPTIONAL MATERIALS

None

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Demonstrate knowledge of the function and design of desktop operating systems
* Demonstrate competence in installing and optimizing Windows, Mac, and Linux desktop operating systems
* Demonstrate competence in troubleshooting problems in desktop operating systems
* Demonstrate knowledge of how networking works with operating systems in wired and wireless networks
* Demonstrate knowledge of how to secure desktop operating systems

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

*Sunday is the instructor’s day off and is not available for assistance on that day.* Get your inquiries in before Sunday.

**Assignments**: A schedule of reading assignments, assignment due dates, and exam dates, is listed on Blackboard. Assigned chapters are to be read and assignments completed by midnight, Central Standard Time, on the Saturday night ending the week. The course is designed to run from Sunday morning to midnight the following Saturday.

**Lab Sims:** Your lab grades will be posted on the Blackboard Web Site automatically and all other assessments by the end of the week following the scheduled due date. The required reading is essential to this course! It has good and important information and will prepare you for the assignments. See para 18. Tentative Schedule. More information will be provided in Blackboard. All work submitted must be your own.

**Discussions**: Discussions are critical in an online course for student-student and student-instructor interaction for active learning. Discussions provide an active learning environment for you and your peers to master the content in this course.

* Each week there maybe 1 or 2 discussion questions for you to answer. Your initial response to the discussion question is due by Day 4 and is worth 20 points. Your minimum 2 replies in the discussion thread should occur on Days 5-7 and on separate days and are worth 5 points each. An example of good participation is to post your initial response to the discussion by Wednesday. Then post at least 1 reply to someone else on 2 separate days between Thursday and Saturday. This is the minimum required. Each weekly discussion is worth 30 pts total. Please note that unless you respond, you may not be able to see other responses from your peers to respond to.
* The minimum requirement for participation is 3 days out of each 7-day online academic week (See the previous paragraph). It means to actively engage by substantively contributing or responding to your peers’ discussion posts in all weekly discussion threads. “Substantive” means comments that demonstrate comprehension and involve dialogue which extends the depth and/or breadth of discussions. ‘I agree’ or ‘disagree’ alone or similar statements will not be considered as a substantive response.
* See the Discussion Rubric in Blackboard.

**Research Paper:** This course requires a research paper be accomplished on a topic selected by the student from any source noted in this syllabus. This includes the TestOut course material. The paper is required to be written using APA Formatting Style (7ed). Detailed requirements and deliverables are found in the Research Paper Rubric and the Research Paper Instructions located in the Course Info/Syllabus tab within the Blackboard course.(See para 18. Tentative Schedule below.) More information will be provided in Blackboard. All work submitted must be your own.

# Weekly Assignments

- TestOut Labs – Total pts Earned/Pts Possible (40% of final grade)

- Discussions – 8 @ 30 pts each. (20% of final grade)

- Research Paper – 100 pts (20% of final grade)
             – Deliverable #1 Topic Selection – 5 pts

– Deliverable #2 Outline – 10 pts
 – Deliverable #3 References – 10 pts
              – Deliverable #4 Final Paper = 75 pts (see Paper Rubric in Blackboard for details)

- Final Exam – 100pts (20% of final grade)

The percentages of the assessment totals will be added for the grade percentage for the course. The following assignment requirements must be met in order to receive a final passing grade:

* Research Final Paper must be submitted
* Supermajority (=>66%) of Weekly Discussions must be accomplished
* Supermajority (=>66%) of TestOut labs and weekly discussions must be accomplished
* Final exam must be completed.

|  |  |
| --- | --- |
| Weekly Labs/Exams | 40% |
| Discussions | 20% |
| Research Paper | 20% |
| Final Exam | 20% |
| **Total** | **100%** |

|  |
| --- |
| Grading Scale |
| Total Points | Letter Grade | Percentage | Grade Point |
| 900-1000 | A | 90-100% | 4.0 |
| 800-899 | B | 80-89% | 3.0 |
| 700-799 | C | 70-79% | 2.0 |
| 600-699 | D | 60-69% | 1.0 |
| 000-599 | F | 0-59% | 0.0 |

**17.1 Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

WEEK 1 – TestOut *Mobile Devices* 9.0-9.8 Research Topic Due
WEEK 2 – TestOut *System Implementation* 10.0-10.5
WEEK 3 – TestOut *File Management* 11.0-11.5 Research References Due
WEEK 4 – TestOut *System Management* 12.0-12.9
WEEK 5 – TestOut *System Mgt* *cont’d* 12.10-12.15 Research Outline Due
WEEK 6 – TestOut *Security* 13.0-13.7
WEEK 7 – TestOut *Security* *cont’d* 13.8-13.13
WEEK 8 – Final Exam – TestOut Chapters 9-13 Research FINAL Paper Due
*Recommended student complete* CompTIA 220-1002 C.2-3 Domains 1-5
*prior to attempting the final exam (Optional but recommended).*

# 19. ADDITIONAL INFORMATION

**Contacting the Instructor**

When attempting to phone, email, or text the instructor, please give your first and last names and the course number you are regarding. This will prioritize your request high and enable the instructor to respond more readily.

**Late Policy**

Late written/lab assignments are accepted; however, there is a 10% penalty per day in addition to point deductions for other errors. No written assignments will be accepted more than five days after the due date. For Example: if an assignment is due January 25, 2020, it will not be accepted after January 30, 2020. This is non-negotiable.

Late initial discussion postings (due on Day 4 except Week 8) in response to the discussion question are acceptable; however, there is a 10% penalty per day in addition to point deductions for other errors. All discussion postings must be posted by Saturday of the week. Once the discussion closes on Saturday, students are not allowed to post late.

**Final Grade Requirements**

The following assignment requirements must be met in order to receive a final passing grade:

* Research Final Paper must be submitted
* Supermajority (=>66%) of Weekly Discussions must be accomplished
* Supermajority (=>66%) of TestOut Labs must be accomplished
* Final exam must be completed.